

THE OFFICE OF THE PUBLIC GUARDIAN (OPG) COLLECTION AND DISBURSEMENT SERVICES RFP

Destruction Requirements for State Records, Canceled Checks & Electronic Images

The NJ Department of State's Division of Archives and Record Management (NJDARM) is responsible for insuring that all public records are managed, preserved and destroyed in accordance with public law.

Destruction of Canceled Checks

The bank must destroy all public documents in accordance with state regulations and the retention schedule promulgated by NJDARM in consultation with the appropriate State agency and approved by the State Records Committee (SRC). The records retention schedule for the purposes of this bid is S820300-002-0048-0000: *Canceled Checks*. Image methodology and system quality control at the bank's operations are the determinant factor when the SRC establishes the retention period, for the paper checks post imaging, and shall be determined after the awarding of this contract during the imaging certification process, which may include site inspections of both the imaging and destruction facility. The bank should be prepared for the possibility of storing checks for a period of three (3) to nine (9) months.

Physical Destruction of Checks, Logs, and Reports

Physical destruction of state records must comply with the existing (applicable) state standards as described in State Contract T-0387: Records Removal and Destruction Services. These standards will apply to any sub-contracted vendors the bank may utilize for destruction services.

Specifically relating to the destruction of canceled checks;

1. The bank or sub-contractor shall only destroy public records that have been authorized for destruction by the NJDARM through a completed and processed "Request and Authorization for Records Disposal" form. The State will be responsible for obtaining authorization 30 days prior to the first destruction. The bank should plan for an extended initial storage period pending approval of the disposal application by NJDARM and SRC approval for the disposal cycle. The State will also apply for an annual monthly destruction (yearly renewal required) schedule that allows for automatic monthly destruction.
2. When DARM authorizes disposal of records under this agreement, the records must be destroyed in fact to destroy their identity. The bank and/or sub-contractor shall not use, allow access to, or offer for resale or use any papers, documents, file record, material or any other form of records as files or for the information contained therein.

3. At all times during the removal and destruction process, canceled checks are to be treated in a secure manner and guarded against access by unauthorized persons. All records must be transported in a closed truck to the facility used for destruction. Destruction shall preferably take place the same day as pickup. If not, the material must be securely locked up until destruction takes place no later than three (3) working days after pickup. Destruction of all records shall be accomplished either by incineration, pulping, shredding, or maceration. Records may not be bailed and/or placed in a sanitary landfill without being destroyed.
4. Upon destruction of the State records, the bank must send written notification to impacted State using agency management certifying destruction of records.
5. The certification letter must include the beginning and ending processing dates of the check series. For example, "The bank hereby certifies that all checks for accounts (list accounts) imaged between January 1, 20xx and January 30, 20xx have been destroyed in accordance with NJAC regulations for the destruction of public records. The documents for the above dates were delivered to [bank or disposal vendor name] disposal facility at [location] and [shredded/macerated/pulped] on [date delivered] and destroyed on [date destroyed]."

If at any time the bank does not meet the above procedure/standards for destruction of canceled checks, the State has the option of initiating the following:

1. The State will notify the bank in writing of the violation via certified mail. Upon receipt of the letter, the bank will be given ten (10) business days to correct violations.
2. If the bank has not performed the necessary corrective actions in ten (10) business days, the State shall demand and the bank will comply that all canceled checks be delivered to a Trenton Area designated warehouse for storage and subsequent destruction.
3. The bank shall reimburse the State for all reasonable expenses incurred for receiving the canceled checks and subsequent destruction.

Destruction of Images, Logs, and Reports held by Bank

Vendors must retain check images and any logs and/or reports generated during the imaging process of state checks in accordance with the retention schedule defined for the record series by NJDARM, currently ranges three (3) to seven (7) years from date of imaging. At the appropriate time, using agency shall obtain authorization from NJDARM to dispose of images and records eligible for destruction. Upon approval, using agency will notify the bank to immediately destroy the images and send certification of destruction to using agency.

At the conclusion of the retention period for paid check images (currently 7 years) and with written approval of NJDARM and the State, the bank must permanently delete and wipe all applicable records from the bank's computer systems. This includes magnetic tape, optical disks, backup/recovery systems, and hard drives.